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10–14 January Stoneleigh	**Effective Supervision**	Andrew Stockbridge, Agenda Management Centre, NAC, Stoneleigh, Warwicks, tel 0203 696511
10–14 January Roffey Park	**Interpersonal Relationships in Organisations**	Roffey Park, Forest Road, Horsham, West Sussex, tel 0293 851644
14 January London	**Employment Contracts** (new law)	Conference Registrar, IPM, IPM House, Camp Road, Wimbledon SW19 4UX, tel 071 402 4141, fax 071 724 8866
15–21 January Ambleside	**Personal Development**	Brathay Development Training, Brathay Hall, Ambleside, Cumbria LA22 0HP, tel 05394 33041
18–20 Jan & 22–24 Feb London	**Assertiveness at Work**	Liz Banfield, Ken & Kate Back Ltd, PO Box 33, Henley on Thames, RG9 1YN, tel 0491 411341; fax 0491 411094
19 January	**Presentation Skills/Public Speaking**	Coulter Ford Associates, Lyons House, 2 Station Road, Frimley, Surrey GU16 5HF, tel 0276 685761, fax 0276 691090
20 January London	**Secretarial Development** (Are NVQs the answer?)	Margery Povall Associates, 179 Lyham Road, London SW2 5PY, tel/fax 081 674 4972
20 January Sundridge Park, Bromley	**Teleometrics Workshop** (The application of classic behavioural theory in management development)	Sylvia Munro, Chartwell-Bratt Ltd, Old Orchard, Bickley Road, Bromley, Kent BR1 2NE, tel 081 476 1956, fax 081 476 1754
20–21 January (& monthly at various venues)	**Planning for Retirement**	Roy Elms, Prudential Retirement Counselling, Chatham Place, 1 East Harding Street, London EC4A, tel 071 405 9222, fax 071 548 2776
25 January London	**The market in Vocational Education & Training:** vouchers & credits	LEPU, South Bank University, London Road, London SE1, tel 071 815 7798
25–27 January London	**Learning at Work**	Liz Banfield, Ken & Kate Back Ltd, PO Box 33, Henley on Thames, RG9 1YN, tel 0491 411341, fax 0491 411094
26 Jan (London); 2 Feb (Leeds); 9 Feb (E. Midlands); 16 Feb (Manchester); 23 Feb (Bristol); 2 Mar (Glasgow)	**Practical Training Skills**	Roberts-Phelps, 55 Booker Ave, Bradwell Common, Milton Keynes, tel 0908 231492
5–11 February Ambleside	**Leadership in Action**	Brathay Development Training, Brathay Hall, Ambleside, Cumbria LA22 OHP, tel 05394 33041
8–10 February Sheffield	**Open Learning Workshop**	Tim Ray, ACT Consultants, Sheffield Science Park, Cooper Building, Arundel Street, Sheffield S1 2NS, tel 0742 780798, fax 0742 767161
15–17 February Manchester	**Project Management in Manufacturing**	Dixie Fortune, Office of Continuing Education, UMIST, Manchester, tel 061 200 3995, fax 061 228 7040
15–17 February Melton Mowbray	**Health & Safety Workshop**	Cassells Associates, Redgrave House, 38 Pate Road, Melton Mowbray, Leics LE13 0RG, tel 0664 66669
20–25 February Ambleside	**Personal Development for Professionals**	Brathay Development Training, Brathay Hall, Ambleside, Cumbria LA22 OHP, tel 05394 33041
22–23 February	**Psychological Debriefing**	Carole Spiers Associates, Gordon House, 83–85 Gordon Avenue, Stanmore, Middx, tel 081 954 1593
25 Feb; 22–25 Mar; 27–29 Apr; 15–17 June; 5 Aug	**Diploma in Training Management**	Transfer Training Franckeiss Rose, 173 Graham Road, Sheffield S10 3GP, tel 0742 630127
28 Feb–1 Mar Leeds	**Total Quality in Safety and Environmental management**	Julie Charlton, Dept of Fuel & Energy, University of Leeds, tel 0532 332494, fax 0532 332511
1–4 March & 12–15 April	**Certificate in Training & Development**	The Office Manager, Transfer Training Franckeiss Rose, 173 Graham Road, Sheffield S10 3GP, tel 0742 630127, fax 0742 306213

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